



PC00_M10_REC Run Payroll Reconciliation Report

Purpose

Use this procedure to balance to Payroll and Financial.

Trigger

Perform this procedure when reconciling payroll results or FI postings.

Prerequisites

N/A

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

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Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- This report is specially designed to display any retrocalculations that impact the reporting period results.
- Set the Payroll Reconciliation Report to pull the same reporting period and wage type groups as the report being reconciled.
- To understand the report layout, list and print options, review the Basic Reporting eLearning course:
<http://saprwd.rose.portland.local/ucontent/82a58460925c4874a557b70a44ca402e/course/flas h/coursewrapper.htm>



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Procedure

1. Start the transaction using the menu path or transaction code. The *Payroll Reconciliation Report* screen displays.

Payroll Reconciliation Report


The screenshot shows the SAP Payroll Reconciliation Report interface. The 'Period' section has the 'Current year' radio button selected. The 'Selection' section includes fields for Personnel Number and Payroll area. The 'Tax-related selections' section includes fields for Tax Company, Tax Authority, Employee/Employer Taxes (set to 'Employee and Employer Tax'), and Current Cost Center. The 'Wage Type Selections' section has 'Wage Type Application' selected. The 'Output Options' section has 'Accumulations' selected and 'Year-to-date' unchecked. The status bar at the bottom indicates 'No default ALV layout found' and shows the transaction code 'QR2 (1) 540'.

2. Click the **Current year** radio button .
3. As required, complete/review the following fields:

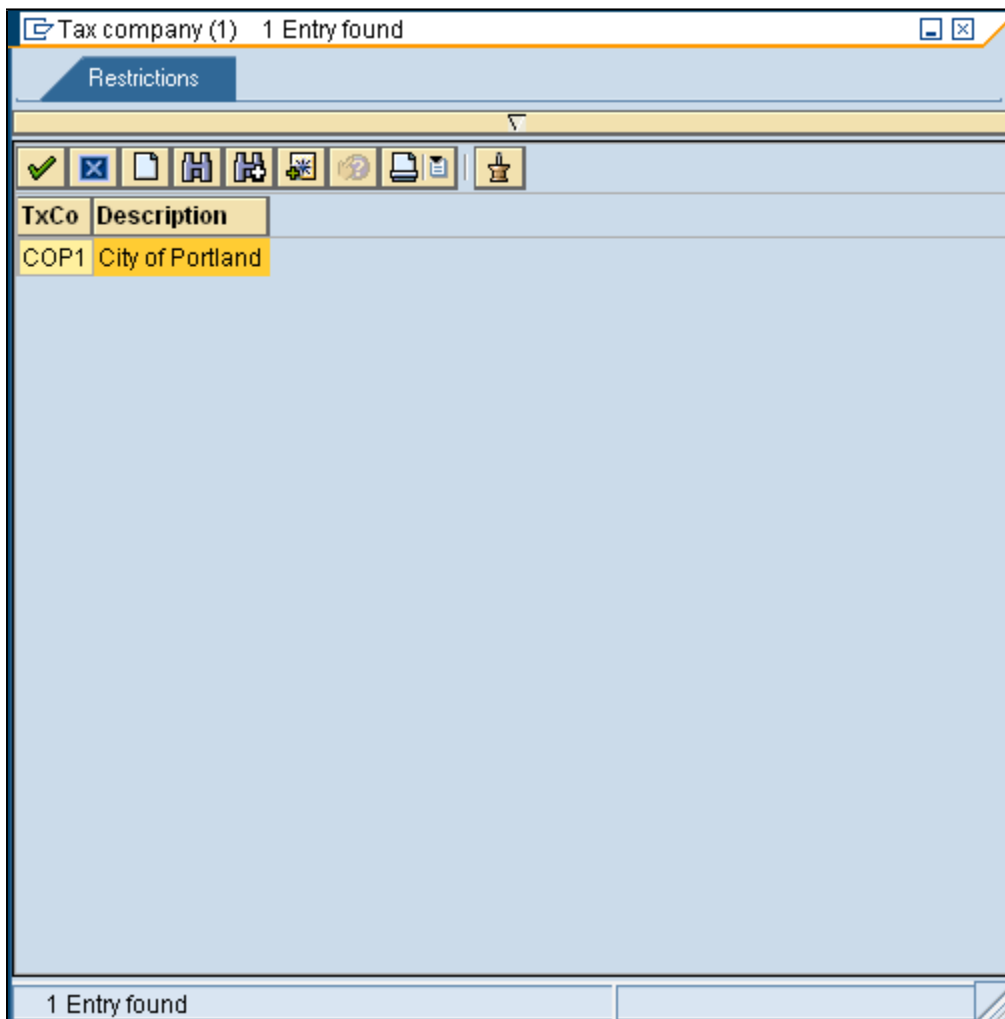
Field	R/O/C	Description
Payroll area	R	A group of employees for whom the payroll is to be run on the same date regardless of their status. Example: z1



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4. Click the **Tax Company** field .
5. Click **Tax Company** matchcode  . The *Tax company (XXXX) YYYY Entry found* list displays.

Tax company (XXXX) YYYY Entry found



The screenshot shows a software window titled "Tax company (1) 1 Entry found". The window has a "Restrictions" tab and a toolbar with various icons. Below the toolbar is a table with two columns: "TxCo" and "Description". The table contains one row with the value "COP1" in the "TxCo" column and "City of Portland" in the "Description" column. The status bar at the bottom of the window indicates "1 Entry found".

TxCo	Description
COP1	City of Portland

6. Double-click the **COP1 City of Portland** list item  .



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Payroll Reconciliation Report

The screenshot shows the SAP Payroll Reconciliation Report form. The form is titled "Payroll Reconciliation Report" and is displayed in a window with the SAP logo in the top right corner. The form is divided into several sections:

- Further selections**:
 - Period**: Radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year" (selected). There are input fields for "Period" and "To".
 - Payroll period**: A button to select the payroll period.
- Selection**:
 - Personnel Number**: An input field with a dropdown arrow.
 - Payroll area**: An input field with the value "z1" and a dropdown arrow.
- Tax-related selections**:
 - Tax Company**: An input field with the value "COP1" and a dropdown arrow.
 - Tax Authority**: An input field with a dropdown arrow.
 - Employee/Employer Taxes**: A dropdown menu with the value "C Employee and Employer Tax".
 - Current Cost Center**: An input field with a dropdown arrow.
- Wage Type Selections**:
 - Wage Type Application**: A radio button (selected) with an input field.
 - Description**: An input field.
 - Wage Type**: A radio button with an input field and a dropdown arrow.
- Output Options**:
 - Accumulations**: A checkbox for "Year-to-date".

The bottom right corner of the form shows the status bar with the text "QR2 (1) 540 sapqr2 OVR".

7. Click the **to** field .
8. Click **to** matchcode . The *Tax company (XXXX) YYYY Entry found* list displays.



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Tax company (XXXX) YYYY Entry found

A screenshot of a software window titled "Tax company (1) 1 Entry found". The window has a "Restrictions" tab and a toolbar with various icons. Below the toolbar is a table with two columns: "TxCo" and "Description". The table contains one row with the values "COP1" and "City of Portland". The status bar at the bottom of the window indicates "1 Entry found".

TxCo	Description
COP1	City of Portland

9. Double-click the **COP1 City of Portland** list item **COP1 City of Portland** .




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Payroll Reconciliation Report

The screenshot shows the SAP Payroll Reconciliation Report form. The form is titled "Payroll Reconciliation Report" and is part of the SAP system. It contains several sections for data entry:

- Further selections:** Includes radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year" (which is selected). There are also input fields for "Period" and "To".
- Selection:** Includes input fields for "Personnel Number" and "Payroll area" (with the value "z1").
- Tax-related selections:** Includes input fields for "Tax Company" (with the value "COP1"), "Tax Authority", "Employee/Employer Taxes" (with the value "C Employee and Employer Tax"), and "Current Cost Center".
- Wage Type Selections:** Includes radio buttons for "Wage Type Application" (which is selected) and "Wage Type".
- Output Options:** Includes a checkbox for "Accumulations" and "Year-to-date".

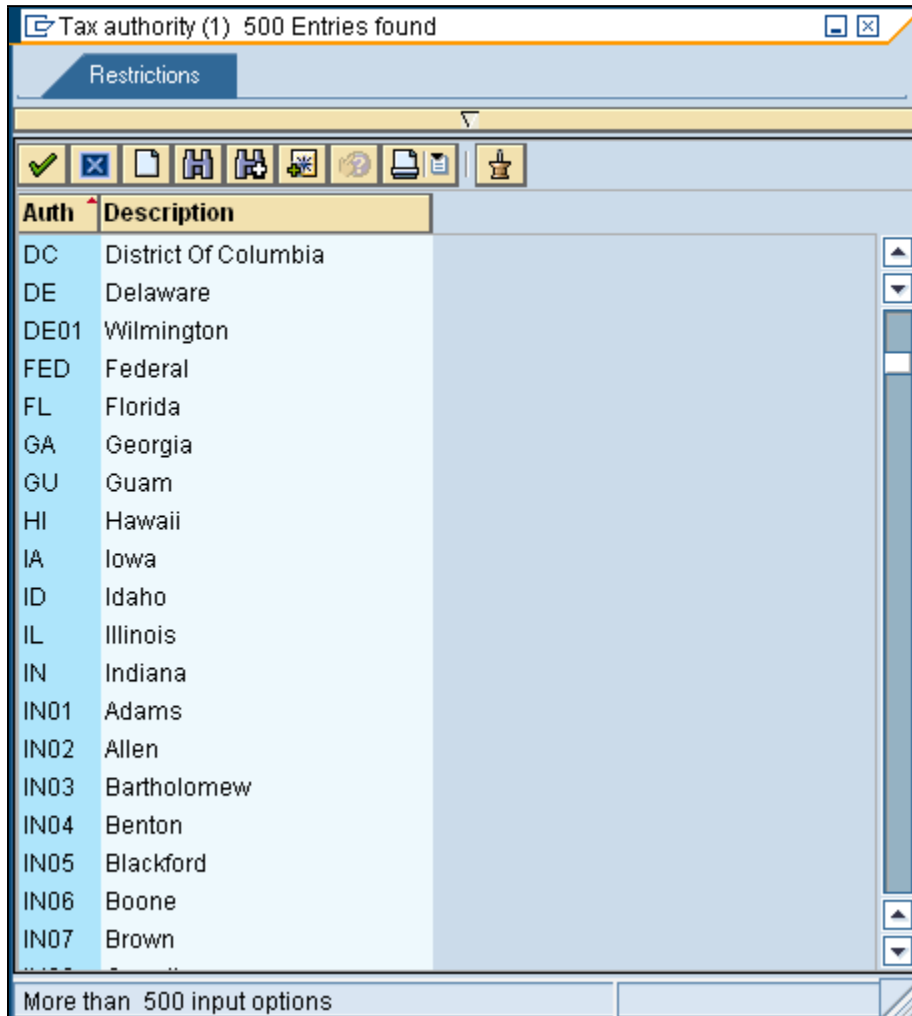
The bottom of the form shows the status bar with the text "QR2 (1) 540 sapqr2 OVR".

10. Click the **Tax Authority** field .
11. Click **Tax Authority** matchcode  . The *Tax authority (XXXX) YYYY Entries found list* displays.



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Tax authority (XXXX) YYYY Entries found



12. Double-click the **Federal** list item `Federal`.



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Payroll Reconciliation Report

The screenshot shows the SAP Payroll Reconciliation Report form. The form is titled "Payroll Reconciliation Report" and is part of the SAP system. It contains several sections for user input:

- Further selections:** Includes radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year" (which is selected). There are also input fields for "Period" and "To".
- Selection:** Includes input fields for "Personnel Number" and "Payroll area" (set to "z1").
- Tax-related selections:** Includes input fields for "Tax Company" (set to "COP1"), "Tax Authority" (set to "FED"), "Employee/Employer Taxes" (set to "C Employee and Employer Tax"), and "Current Cost Center".
- Wage Type Selections:** Includes radio buttons for "Wage Type Application" (selected) and "Wage Type".
- Output Options:** Includes a checkbox for "Accumulations" and "Year-to-date".

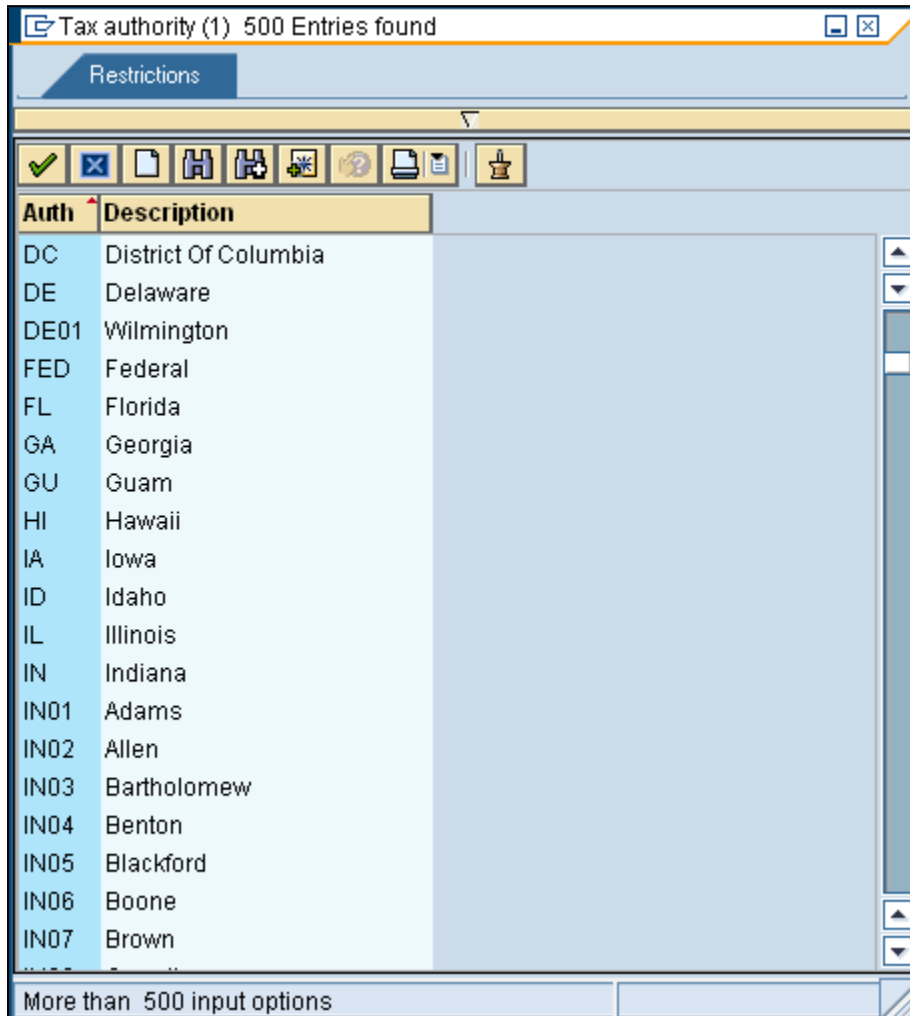
The bottom right corner of the form shows the status bar with "QR2 (1) 540", "sapqr2", and "OVR".

13. Click the **to** field .
14. Click **to** matchcode . The *Tax authority (XXXX) YYYY Entries found* list displays.



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Tax authority (XXXX) YYYY Entries found



15. Double-click the **Federal** list item `Federal` .




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Payroll Reconciliation Report

The screenshot shows the SAP Payroll Reconciliation Report form. The form is titled "Payroll Reconciliation Report" and is part of the SAP system. It contains several sections for data entry:

- Further selections:** Includes radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year" (which is selected). There are also input fields for "Period" and "To".
- Selection:** Includes input fields for "Personnel Number" and "Payroll area" (with the value "z1").
- Tax-related selections:** Includes fields for "Tax Company" (COP1), "Tax Authority" (FED), "Employee/Employer Taxes" (C Employee and Employer Tax), and "Current Cost Center".
- Wage Type Selections:** Includes a radio button for "Wage Type Application" (which is selected) and a "Description" field.
- Output Options:** Includes a checkbox for "Accumulations" and "Year-to-date".

The bottom right corner of the form shows the status bar with the text "QR2 (1) 540 sapqr2 OVR".

16. Click the **Wage Type Application** field .
17. Click **Wage Type Application** matchcode  . The *Restrict Value Range (XXXX) YYYY Entries found* list displays.



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Restrict Value Range (XXXX) YYYY Entries found

Subapp.	Text for subapplication
C941	SAP - Payroll Reconciliation for Tax Reporter - 941 Form
CCW2	SAP - Payroll Reconciliation for Tax Reporter - W2 Form
CLMS	SAP - Claims Processing
CSUI	SAP - Payroll Reconciliation for Tax Reporter - SUI Form
DEDU	SAP - Payroll Reconciliation Report for Deduction Register
ERNU	SAP - Payroll Reconciliation Report for Earning Summary
TAXT	SAP - Payroll Reconciliation Report for Tax Type to FI

18. Double-click the **SAP - Payroll Reconciliation for Tax Reporter - 941 Form** list item
SAP - Payroll Reconciliation for Tax Reporter - 941 Form






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Payroll Reconciliation Report

The screenshot shows the SAP Payroll Reconciliation Report interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main content area is titled 'Payroll Reconciliation Report' and contains several sections:

- Further selections**
 - Period**
 - Today
 - Current month
 - Current year
 - Up to today
 - From today
 - Other period
 - Period: [] To: []
 - Payroll period: []
- Selection**
 - Personnel Number: []
 - Payroll area: Z1
- Tax-related selections**
 - Tax Company: COP1 to COP1
 - Tax Authority: FED to FED
 - Employee/Employer Taxes: C Employee and Employer Tax
 - Current Cost Center: [] to []
- Wage Type Selections**
 - Wage Type Application: C941
 - Description: SAP - Payroll Reconciliation for Tax Reporter
 - Wage Type: [] to []
- Output Options**
 - Accumulations
 - Year-to-date

The status bar at the bottom shows 'No default ALV layout found.' and 'QR2 (1) 540 sapqr2 OVR'.

19. Click **Execute** button  . The screen updates.
20. Click **Back** button  .
21. Click **Exit** button  .



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Work Instruction

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Result

You have successfully identified any variances in payroll results and FI postings.